

Chairperson: Supervisor James J. Schmitt  
Committee Clerk: Jodi Mapp, 278-4073  
Research Analyst: Rick Ceschin, 278-5003

**COMMITTEE ON PERSONNEL**  
**Friday, March 3, 2006 – 9:00 a.m.**  
**Milwaukee County Courthouse, Room 201-B**

**MINUTES**

**CASSETTE #: 14; Side A, 542 – EOT**  
**14; Side B, 001 – EOT**

**PRESENT:** Supervisors Cesarz, Coggs-Jones, Borkowski, DeBruin, Quindel, Weishan,  
and Schmitt (Chair)

**Scheduled Items:**

1. 06-22(a) From Director of Human Resources relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation positions (ECP). **(Recommendations to be implemented unless Supervisor(s) object.)**

**APPEARANCES:**

Charles McDowell, Director, Human Resources  
William Mollenhauer, Staff Representative, DC48, Local 1654

- A-568 Supervisor Borkowski questioned how many employees in the reclassification report are being referred to as it relates to the Economic Support Specialist position and also requested an explanation of the column on the report entitled "Reason" in which the entry "Newly assigned duties are within parameters of recommended title" appeared.

Mr. McDowell responded by stating that as far as the Economic Support Specialist position is concerned, the report is referring to three individual positions. He further explained there was a change in a federal grant and program that was brought into this area, which added to additional duties in terms of quality assurance. Because those additional duties were added, the positions were reclassified to acknowledge the fact that these jobs are now performing more work than before.

- A-590 Chairman Schmitt stated that John LaFave, Register of Deeds, contacted him regarding their Clerical Specialist position and indicated that the Union requested this particular position and asked was that unusual.

- A-593 Mr. McDowell stated that the Union has that right within the contracts.

- A-598 For further clarification, Mr. Mollenhauer stated that the requestor has an opportunity, if the request is denied, to come before the Committee on appeal. He informed the Committee that the Union is not appealing this matter.

Scheduled Items (Continued):

*The Committee took no action regarding this item.*

2. 06-23(a) From Director of Human Resources relative to appointments at an advanced step of the pay range. **(INFORMATIONAL, UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

*The Committee took no action regarding this item.*

3. 06-24(a) From Director of Human Resources relative to dual employment, temporary assignments to a higher classification, temporary appointments and emergency appointments. **(INFORMATIONAL, UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

*The Committee took no action regarding this item.*

4. 06-88(a) A. An adopted resolution directing the Director of Human Resources to submit a progress report on the implementation of the Ceridian payroll/personnel system as reported by the Implementation Oversight Committee. **(REPORT FROM DHR - INFORMATIONAL, UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

**APPEARANCES:**

William Borja, Chief Information Officer, Information Management Services (DAS)

Kelly Neemann, Project Manager, Ceridian

Linda Seemeyer, Director, Department of Administrative Services

- A-628 Mr. Borja explained that there has been a lot of progress made with this project. However, it is still in the discovery phase basically identifying all the things that would need to be programmed within Ceridian to do payroll, paid processing, and human resources (HR) processing. The flexible spending account has been implemented, in which the procedure is in the process of being finalized. The COBRA processing piece has been implemented, and now the focus is on the payroll HR piece. Mr. Borja stated that the most challenging part of the project is gathering all of the information, which in a lot of cases is not necessarily documented. Once that information is garnered, it must be validated and deciphered to determine which will be the rules implemented from those practices. He indicated that is why these phases are portrayed in red, which reflects some concern. Mr. Borja emphasized that this does not mean that things are totally bad. It is just to draw attention to the areas that could potentially impact the schedule. The discovery phase, the hardest phase in this project, is taking longer than what was originally estimated, and time has a ripple effect throughout the project. However, these timeline contingencies have been allowed for. He went

### Scheduled Items (Continued):

on to state that the Committee would be kept fully informed as the process goes along so there are no surprises at the end of the project.

Mr. Borja indicated that there are concerns with these phases, but the concerns are being actively addressed. If that requires an adjustment of the timeframe in order to do this properly then that will be the recommendation. He stated that if the timeline is moved out a little bit, it will not impact the costs or the original commitment, which is to have this system up and running by the end of the year.

- A-681 Chairman Schmitt requested clarification as to whether the discovery phases are an internal problem or a Ceridian issue. Ms. Nesemann from Ceridian responded by stating that lengthening of the discovery phase is due to some difficult decisions that need to be made by Milwaukee County. It is a matter of looking at how things are done today and determining whether or not that is the way things should be done in the future or whether it is time to change current practices. However, Ms. Nesemann made it clear that this issue is not uncommon and is actually normal in their process for projects that Ceridian undertakes.

Questions and comments ensued.

- B-226 Supervisor DeBruin requested a written report from Ms. Seemeyer for the next cycle indicating efforts being made to free up individual department staff to meet and uphold the County's end of this project and what needs to be done internally within the County and DAS to ensure that the project does not veer too far off the timeline.

***The Committee took no action regarding this item.***

- 05-497 B. An adopted resolution authorizing and directing the Director,  
(a) Department of Administrative Services (DAS) and the Director, Division of Human Resources, DAS, to develop a reallocation plan that reflects the efficiencies expected to be achieved and the future County-wide deployment of human resources staff due to the implementation of the Ceridian human resource system. **(1/27/06: Chairman requested monthly status report from the Director of DHR regarding any efficiencies, savings, job shifting and where the initiative is headed.) (VERBAL REPORT FROM DIRECTOR, DHR - INFORMATIONAL, UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

#### **APPEARANCE:**

Charles McDowell, Director, Human Resources

### Scheduled Items (Continued):

- B-568 Mr. McDowell explained that one of the major things being done is an assessment of past practices that will no longer be continued. Those practices have become a part of jobs, and that is where the reallocation and reassessment of those practices will take place. He stated that he does not have a definite idea of all changes that will be made, but payroll clerks in the various departments will definitely be changing how they are doing their work. Mr. McDowell stated that he does not foresee the elimination of any jobs but sees a move into a more automated process of documenting payroll. Mr. McDowell indicated that by June, he should have a good handle on what the new duties will be, and at that time he will state if that will change jobs making the classifications recommended either go up, down, or stay the same. Position descriptions will be changing for a lot of employees.

Questions and comments ensued.

***The Committee took no action regarding this item.***

5. 05-478 An adopted resolution, authorizing and directing the Director,  
(a) Department of Administrative Services (DAS) – Division of Human Resources (DHR) to develop a comprehensive inventory of positions and employees in Milwaukee County departments and in electronic format by 04/01/2006. **(VERBAL REPORT FROM DIRECTOR, DHR - INFORMATIONAL, UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

**APPEARANCE:**

Charles McDowell, Director, Human Resources

- B-609 Mr. McDowell stated that he met with IMSD, and it was determined that Ceridian will provide a temporary fix as it relates to this information and data. Ceridian will have this information available. He indicated that he is not sure yet if a report can be made available online as to afford everyone access, but they will put together a hard document and provide this report to all Supervisors and have it available in DHR. The report will include a lot of information, and they are looking for the best media to present that information. Mr. McDowell explained that the temporary fix was determined to be the best method because they did not want to have Ceridian create a program that is not going to be used three months down the line. He stated that he would be able to present this hard document for the April cycle.

Questions and comments ensued.

***The Committee took no action regarding this item.***

**Scheduled Items (Continued):**

6. 06-151 Resolution by Supervisors Quindel and Schmitt, authorizing and directing the Director, Department of Administrative Services – Division of Human Resources, to study the potential effect and fiscal impact relative to departmental budgets of allowing department heads to grant incremental rate step increases to ECP employees.

**APPEARANCE:**

Charles McDowell, Director, Human Resources

- B-659 Mr. McDowell informed the Committee that this does not just affect one department or individual. It is a Countywide issue and should be treated as such. By addressing this as a Countywide issue, it will allow identification of where the impacts are, and a fiscal note would be helpful in terms of how much it would cost and what the outcome would be to correct any inequities that exist. To do it any other way would create an inequity problem and also have possible legal implications as it relates to equal pay for equal work.

Questions and comments ensued.

***ACTION BY: (Quindel) Approve. 5-2***

**AYES:** Coggs-Jones, Borkowski, Quindel, Weishan, and Schmitt (Chair) – 5

**NOES:** Cesarz and DeBruin - 2

***RECOMMENDATIONS RELATIVE TO CLASSIFICATION AND RATES OF PAY FOR CREATION OF POSITIONS IF RECOMMENDED BY THE FINANCE COMMITTEE:***

7. 06-63 From Superintendent, Department of Parks, Recreation and Culture, requesting the abolishment of a Clerical Specialist (Parks) position and creation of a Contract Services Coordinator position. **(Also to the Committee on Finance and Audit and Department of Administrative Services and Division of Human Resources.)**

***ACTION BY: (Borkowski) Approve. 7-0***

**AYES:** Cesarz, Coggs-Jones, Borkowski, DeBruin, Quindel, Weishan, and Schmitt (Chair) – 7

**NOES:** 0

Scheduled Items (Continued):

COLLECTIVE BARGAINING (CAUCUS) (CLOSED SESSION):

*The Committee may adjourn into closed session under the provisions of Wisconsin Statutes, Sections 19.85(1)(c), (e), (g), for the purpose of discussing the following matter(s). At the conclusion of the closed session, the Committee may reconvene in open session to take whatever action(s) it may deem necessary on the aforesaid matter(s).*

8. 06-P-01 Deliberation, negotiation or re-negotiation of collective bargaining agreements.

**ACTION:** *(Cesarz) Adjourn into closed session under the provisions of Wisconsin Statutes, Section 19.85(1)(c), (e), (g), for the purpose of discussing Item #8 above. At the conclusion of the closed session, the Committee may reconvene in open session to take whatever action(s) it may deem necessary on the aforesaid item. 7-0*

**AYES:** Cesarz, Coggs-Jones, Borkowski, DeBruin, Quindel, Weishan, and Schmitt (Chair) – 7

**NOES:** 0

The Committee convened into closed session at approximately 10:20 a.m. The Committee did not reconvene back into open.

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**STAFF PRESENT:**

Hugh Morris, Business Systems Project Manager, Information Management Services (DAS)  
William Borja, Chief Information Officer, Information Management Services (DAS)  
Charles McDowell, Director, Human Resources  
Linda Seemeyer, Director, Department of Administrative Services  
Rick Ceschin, Research Analyst, County Board

This meeting was recorded on tape. Committee files contain copies of the subject reports, communications, resolutions, and ordinances, which may be reviewed upon request to the Chief Committee Clerk. The official copy of these minutes is available in the County Board Committee Services Division.

Length of meeting: 9:00 a.m. to 11:50 a.m.

Adjourned,

*Jodi Mapp*

Committee Clerk  
Committee on Personnel